

LIBRARIAN III

PURPOSE AND NATURE OF WORK

Positions in this class supervise a complex library division. Oversees all aspects of the division's operations, including preparation of budget requests, employee training and supervision, implementing policies and procedures, and collection development. Supervises a small- to moderately-sized staff of professional and paraprofessional employees, and reports to the Library Director or Operations Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises and participates in work of librarians at reference desk, answering reference questions and retrieving informational materials using automated and manual retrieval systems. Monitors the condition of adult collections and shelves, and directs subordinates to read and straighten shelves. Monitors quality of reference service provided to the public.

Supervises the general flow of work at the circulation desk and assists desk supervisors with complex problems that arise, including those of theft of materials, and disputes with library fines. Oversees and troubleshoots Circulation computer terminals and printers. Oversees and assists in the checking in, checking out and sorting of library materials, registering patrons and collecting money.

Supervises the work of subordinates at seven branch libraries and in outreach services. Trains subordinates in the use of computer system and reference materials. Plans programs for the branch libraries. Manages operations of branch libraries including planning for physical location and determining best use of space at each facility.

Plans, develops and supervises children's programming, including the Summer Reading Program. Assists children and parents with in-depth reference and readers' advisory questions. Schedules and conducts tour groups of children from schools and day-care programs, and represents the Children's library at schools.

Selects materials to purchase for the division's collection. Determines when materials should be disposed of or repaired. Prepares division's annual budget requests. Develops and interprets policies and procedures for staff members and the public. Makes daily work schedule for subordinates. Trains staff in the use of the Library's computer system.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of library science principles and philosophy of service, procedures and technology.

Considerable knowledge of reading materials appropriate to the division.

Knowledge of reference tools and bibliographic sources.

Knowledge of automation/computer systems and circulations systems.

Ability to maintain professional standards.

Ability to effectively manage and supervise the work of subordinates.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with subordinates, colleagues and the public.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree from an ALA-accredited Library and Information Science school and progressively responsible professional library experience, including supervisory experience; or any equivalent combination of training and experience.